

Minimum Qualification Specifications  
for the Class:

CORRECTIONS PROGRAM ADMINISTRATOR  
(CORRECTIONS PRGM ADMR)

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree in sociology, psychology, criminology, penology or other related behavioral science.

Excess work experience as described under the General or Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in the above majors may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or substitutable experience background in sociology, criminology, penology, psychology or other related behavioral science must have included but is not limited to a basic theoretical knowledge of the general principles dealing with human behavior; counseling; behavior modification; current state of practice in community rehabilitation concepts and programs; and institutional treatment.

In addition, the education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; speak effectively and persuasively, interact with others to establish effective working relationships, and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: Two (2) years of responsible professional experience which required the application of knowledge of the behavioral and social sciences as they relate to redirecting or rehabilitating persons with behavioral social problems.

Specialized Experience: Two (2) years of responsible professional experience in a criminal justice or related social service program having as a major function providing services to law offenders in several areas of life activities such as interpersonal relationships, employment, education, etc. Such experience must have demonstrated the applicant's knowledge of the philosophy, principles, concepts and practices relating to criminal justice or allied offender rehabilitation programs.

- A. Social Service Experience: Progressively responsible counseling or other professional experience in providing rehabilitative services to law offenders within criminal justice or closely allied agencies or organizations (i.e., police, courts, corrections, parole, residential treatment programs, community restitution, etc.). This work must have included the performance of full professional counseling or other rehabilitative services such as education, employment, drug treatment, etc.

In the course of acquiring this work experience, the applicant must have demonstrated the ability to participate in or successfully assume the responsibility for defining and establishing, within broad policy guidelines, specific goals and individually oriented rehabilitation programs; carrying out individual rehabilitation programs whereby the defined goals can be attained; appreciating his role as well as that of other staff in terms of their responsibilities and the responsibilities of other levels of the management process in relationship to those of affiliated judicial, municipal or private rehabilitation agencies and programs; and gauging his relationship accordingly, taking into account the variety of relationships, motivations and goals of the members of the organization involved in order to maintain effective working relations.

- B. Staff Specialist Experience: Professional work in a criminal justice or related social service system having as a major function providing services to law offenders in several areas of life activities such as interpersonal relationships, employment, education, etc., which included the development and/or modification of rehabilitation programs and/or work which included program development and evaluation and the development of new and revised procedures. Such work experience must indicate a high quality of the applicant's exposure to administrative processes associated with program planning, organization, staffing, coordination, evaluation, reporting and budgeting.

Administrative Experience: Three (3) years administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

### **Substitutions Allowed**

- 1) A master's degree or successful completion of thirty (30) graduate semester credit hours from an accredited college or university in sociology, psychology, criminology, penology or other related behavioral science may be substituted for the Basic Education/Experience Requirements and two (2) years of General Experience.
- 2) Successful completion of all requirements for the Ph.D. degree from an accredited college or university in one of the fields described above may be substituted for the Basic Education/Experience Requirements and two (2) years of the General Experience Requirements and one (1) year of the Specialized Experience.
- 3) Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

### **Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class  
CORRECTIONS PROGRAM ADMINISTRATOR (CORRECTIONS PRGM ADMR)  
which were approved on September 20, 1982.

Date Approved: 7/27/16

  
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